

Name: Bridgette Blake		Grading Quarter: 3	Week Beginning: February 19
School Year: 2023-24		Subject: Business Office Specialist Support (BOSS)	
Monday	Notes:	<p>Objective: Students will learn about their potential career interests and determine the four careers they would like to explore in a job shadow.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Create Weekly Assignment February 19-23 Career Exploration PowerPoint Job Shadow Form Completion 	<p>Academic Standards:</p> <p>1.1 Use word processing software to create and manage documents.</p> <p>ADE (Arizona Department of Education) requirements for CTE – Career and College Readiness.</p>
Tuesday	Notes:	<p>Objective: Students will learn to insert and format graphic elements.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> BR Letterhead Demonstration & Creation 	<p>Academic Standards:</p> <p>1.1 Use word processing software to create and manage documents.</p> <p>1.5 Insert and format graphic elements.</p> <p>2.2 Insert and format text, shapes, and images.</p>
Wednesday	Notes:	<p>Objective: Students will learn to insert and format graphic elements.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Create letterhead for business of choice. 	<p>Academic Standards:</p> <p>1.1 Use word processing software to create and manage documents.</p> <p>1.5 Insert and format graphic elements.</p> <p>2.2 Insert and format text, shapes, and images.</p>

Thursday	Notes:	<p>Objective: Students will learn to draft a professional business letter.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Create a professional business letter • Submit Weekly Assignment Feb. 19-23 	<p>Academic Standards:</p> <p>1.1 Use word processing software to create and manage documents.</p> <p>1.5 Insert and format graphic elements.</p> <p>2.2 Insert and format text, shapes, and images.</p>
Friday	<p>Notes:</p> <p>'A' Day – No BOSS</p>	<p>Objective:</p> <p>Lesson Overview:</p>	<p>Academic Standards:</p>